



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES

P.O. BOX 119
HONOLULU, HAWAII 96810-0119

MARY ALICE EVANS
DEPUTY COMPTROLLER

February 16, 2001

COMPTROLLER'S MEMORANDUM 2001-7

TO: All State Executive Departments
All County Mayors
All Chief Procurement Officers
Hawaii Health System Corporation, Executive Director

FROM: *Raymond H. Sato*
Raymond H. Sato, State Comptroller

SUBJECT: Contract for Publication of State and County Government Public Notices

The purpose of this memorandum is:

- ♦ To replace Comptroller Memoranda No. 2000-09, dated April 10, 2000, and No. 2000-09, Amendment 1, dated September 27, 2000, by consolidating and updating the information applicable to the procurement of public notices.
- ♦ To advise that the subject contract is extended for a twelve-month period beginning February 22, 2001 and ending February 21, 2002.
- ♦ To advise that public notices shall be published as follows:

<u>Island of Oahu:</u>	<i>MidWeek</i>
<u>Island of Hawaii:</u>	<i>*Hawaii Tribune-Herald and/or *West Hawaii Today</i>
<u>Islands of Maui, Molokai and Lanai:</u>	<i>*The Maui News</i>
<u>Island of Kauai:</u>	<i>*The Garden Island</i>

***Publication of public notices to commence on March 1, 2001.**

- ♦ To advise that public notices required for countywide publication on the islands of Hawaii, Maui, Molokai, Lanai and Kauai, including procurement notices under Chapters 103D and 103F, HRS, shall be published in the respective neighbor island newspaper--*Hawaii Tribune-Herald, West Hawaii Today, The Maui News, or The Garden Island.*

MAR - 5 2001

For **countywide** publication on the island of Oahu, all public notices, except for Chapter 102, HRS, notices and procurement notices under Chapters 103D and 103F, HRS, shall be published in the *MidWeek*. The use of *MidWeek* is optional for Chapters 102, 103D and 103F, HRS, public notices.

- ♦ To advise that at a minimum public notices required for **statewide** publication shall be published in the newspaper of local circulation and either *The Honolulu Advertiser* or *Honolulu Star-Bulletin*. For example:

A Kauai agency would publish public notices in *The Garden Island* and either *The Honolulu Advertiser* or *Honolulu Star-Bulletin*.

An Oahu agency would publish non-procurement public notices in *MidWeek* and either *The Honolulu Advertiser* or *Honolulu Star-Bulletin*.

An Oahu agency would publish procurement public notices in *The Honolulu Advertiser* or the *Honolulu Star-Bulletin*, or at its option, publish in the *MidWeek* and either *The Honolulu Advertiser* or *Honolulu Star-Bulletin*.

At the agency's option public notices may be published in all newspapers listed below under CONTRACTORS AND PRICING to meet the statewide publication requirement.

CONTRACT ADMINISTRATOR

Mr. Justin Fo, State Procurement Office
Telephone: (808) 586-0577
Fax: (808) 586-0570
e-mail: justin_fo@exec.state.hi.us

Note: Please make every effort to resolve your issues with the Contractor(s) before contacting the State Procurement Office.

CONTRACTORS AND PRICING

<u>Island</u>	<u>Contractor</u>	<u>Name of Newspaper</u>	Price per Column <u>Inch**</u>
Oahu	RFD Publications, Inc.	<i>MidWeek*</i>	\$24.52
Hawaii (Hilo)	Hawaii Tribune-Herald	<i>Hawaii Tribune-Herald</i>	13.72
Hawaii (Kona)	West Hawaii Today	<i>West Hawaii Today</i>	8.83
Maui, Molokai & Lanai	The Maui News	<i>The Maui News</i>	8.83
Kauai	Kauai Publishing Company	<i>The Garden Island</i>	7.07

*RFD will continue to distribute a separately published HS&CPN on Oahu, in addition to the notice in the *MidWeek*.

**The rates are per insertion for legal, classified and display notices.

Detailed data sheets for each newspaper are attached.

SCOPE OF WORK

Scope of work includes the publication of all statewide and countywide government notices, whether or not required by regulatory provision, such as statute, rule, ordinance; including Chapters 103D and 103F, HRS, procurement notices, except that publication in the *MidWeek* is optional for Chapters 102, 103D and 103F notices for Oahu.

The newspapers listed herein are published daily, with the exception of the *MidWeek*. If the *MidWeek*'s once-a-week Monday publication cannot satisfy the agency's charter, rule, ordinance, etc., additional means (i.e. a daily newspaper) may be used. In essence, agencies shall place an ad with RFD first and then may go to another source for additional public notice. Agencies are encouraged to take appropriate action to eliminate any conflict or inconsistency with §1-28.5, HRS.

EXCEPTIONS

The State Comptroller will be the sole approver of exceptions. With the addition of the daily newspapers in the counties of Hawaii, Maui, and Kauai, exceptions to this contract should be rare.

Exceptions will be reviewed on a case-by-case basis. Please plan your placement of legal notices to avoid conflicts with the contract. See attached exception form (SPO Form 5A).

Examples of scenarios that are not considered exceptions to the contract:

♦ A City and County of Honolulu agency is required by ordinance to give public notice for three consecutive days. The agency places an ad in *MidWeek* for one day and publishes in another source for the other two days.

♦ An agency requiring public notice in the City and County of Honolulu has meetings scheduled during the week and time constraints prevents publication of an agenda in the *MidWeek*. If agency publishes a notice in *MidWeek* informing the public that the agenda will be published in _____ newspaper on _____ (date), then publishes the agenda in the other newspaper, this course of action is not considered an exception.

ERRORS AND ADJUSTMENTS

You will receive a copy of the public notice for review prior to publication. Thorough proofing is required. Contractor will not be responsible for any errors, typographical or otherwise once the proof has been approved and signed by the customer.

For any public notice with errors due to the Contractor, a full credit will be issued to the agency, unless a corrected publication is printed in a timely manner satisfactory to the agency.

Check your ads for errors and notify the Contractor's Legal Department immediately. Contractor will not be responsible for errors after the FIRST publication of any notice.

INVOICE AND AFFIDAVIT OF PUBLICATION

Invoice will be sent out on the last run date, together with the original affidavit of publication at no charge.

Additional copies of the affidavit of publication may be requested. If additional copies are requested, Contractor may charge 25 cents per additional copy in excess of two.

ELECTRONIC POSTING

All public notices, including those published in the neighbor island newspapers, will be posted on the date of publication by noon on *MidWeek's* Website www.midweek.com, which will also provide a link to the Hawaii State Government Home page, www.state.hi.us. If there are any comments or suggestions regarding the Website, please contact Mr. Alan Stewart, RFD Systems Manager, telephone 235-5881 or e-mail astewart@midweek.com.

c: RFD Publications, Inc.
Hawaii Tribune-Herald
West Hawaii Today
The Maui News
Kauai Publishing Company

Attachments: Legal Notice Ad Placement Form
SPO Form 5A
Data Sheets for 5 Newspapers

**PUBLIC NOTICE
AD PLACEMENT FORM**

1. Name of newspaper: _____
2. Name of Department/Agency: _____
3. Date of Publication: _____
4. Classification: (Please check only **ONE**)

<input type="checkbox"/> Bills/Ordinances	<input type="checkbox"/> Miscellaneous
<input type="checkbox"/> Court Notices/Summons	<input type="checkbox"/> Notices to Motorists
<input type="checkbox"/> Foreclosures	<input type="checkbox"/> Public Auctions
<input type="checkbox"/> Help Wanted	<input type="checkbox"/> Public Hearings
<input type="checkbox"/> Legal Notices	<input type="checkbox"/> Public Notices
<input type="checkbox"/> Meetings	<input type="checkbox"/> Request for Proposals
<input type="checkbox"/> Other, please specify: _____	
5. Contact Person (Handling the ads): _____
6. Telephone No. _____
7. Fax No. _____
8. Purchase Order No. _____
9. Department/agency Address: _____
10. Complete Billing Address if Different from above; include Contact Name.

11. E-mail Address: _____
12. Comments (if any):

STATE OF HAWAII

REQUEST FOR AUTHORIZATION TO PURCHASE OUTSIDE OF THE PUBLIC NOTICE CONTRACT

(NOTE: SUBMIT THIS REQUEST TO THE STATE COMPTROLLER)

TO: State Comptroller

Fax No. (808) 586-0775

FROM:

(State/County agency)

Exception to purchase from a source outside the public notice contract is requested as follows:

Name of Contractor: Description:	Unit Price:
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Justification to purchase from another source (why publication under the terms of the contract cannot meet agency needs):

For your information, we propose to purchase the publication as follows:

Name of vendor:	Unit Price:
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Direct questions to: _____

Phone: _____

Approval Recommended by:

Signature	Title	Date
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Recommendation of Staff:

 ☐ Approval

 ☐ Disapproval

 ☐ No Action Required

Comments:

Signature	Title	Date
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ACTION BY STATE COMPTROLLER:

☐ Approved

☐ Denied

State Comptroller

Date

MIDWEEK

PUBLICATION OF STATE AND COUNTY GOVERNMENT PUBLIC NOTICES ON THE ISLAND OF OAHU

Send Purchase Order and Payments to:

RFD Publication, Inc. (RFD)
45-525 Luluku Road
Kaneohe, HI 96744

Contact Person:

Ms. Lavonne Cuaresma, Legal Advertising
Coordinator/Assistant Classified Advertising Supervisor
Telephone: Oahu: 808-235-5881 – Legal Dept.
Neighbor Islands: Toll-free 1-800-417-3484
After hours: 808-235-5886 and leave a voice mail
message at ext. 348 for Lavonne
Cuaresma, Legal Advertising
Supervisor/Assistant Classified
Advertising Supervisor
Fax: 808-235-9498
E-mail Address: mweekads@midweek.com

Publication:

- Published weekly on Monday, except if a Federal holiday falls on Monday, Tuesday will be the issue day;
- Published exclusively for State and County public notices.

Instructions on Placing an Ad:

Submit the attached Ad Placement Form.

Toll-free phone number to place statewide notices: 1-800-417-3484

Fax: Oahu: 808-235-9498
Neighbor Islands: Toll-free 1-877-274-5944
Alternate nos.: 808-247-7246
808-247-4629

Diskettes: Save files as: *Text Files*
Deliver Monday through Friday 8:30 a.m. to 4:30 p.m.
If mailed, send to: RFD Publications, Inc.
45-525 Luluku Road
Kaneohe, HI 96744
Attn: Legal Department

E-mail: Address for placement of order:
Primary: mweekads@midweek.com
Alternative: cahana@midweek.com

Save graphics as: *eps*

To confirm receipt of e-mail: Lavonne Cuaresma
808-417-5881 ext. 348

Font Sizes and Typeface:

Standard typeface: *New Century Schoolbook*
Headings/subject lines standard: 8 point bold
Body copy standard: 7.5 point
If industry standard is ordered: 9 point *New Century Schoolbook*

Column Widths:

1 Column:	1	7/16 in.	4 Columns:	6	5/16 in.
2 Columns:	3	1/16 in.	5 Columns:	7	15/16 in.
3 Columns:	4	11/16 in.	6 Columns:	9	9/16 in.

Note: Incremental charges are based on one-fourth (1/4) of an inch

Deadlines:

Two-proof service: 5 WORKING DAYS prior to the Monday of publication. Therefore, copy must be submitted by 4:30 p.m. on the preceding Monday. Example of an ad requiring two-proof service would be one involving graphics which RFD's art department would have to build or a very lengthy text ad.

One-proof service: 4 WORKING DAYS prior to the Monday of publication. Therefore, copy must be submitted by 4:30 p.m. on the preceding Tuesday.

Final Corrections: 3 WORKING DAYS prior to the Monday of publication.

A free pick-up service is available for camera ready materials.

Note: Should a State holiday fall on a Monday, Tuesday or Wednesday, deadlines shall move back one day. For example, if the holiday is on a Monday, the deadline for a two-proof service becomes the prior Friday.

HAWAII TRIBUNE-HERALD

PUBLICATION OF STATE AND COUNTY GOVERNMENT PUBLIC NOTICES ON THE ISLAND OF HAWAII-HILO

Send Purchase Order and Payments to:

Hawaii Tribune-Herald
P.O. Box 767
Hilo, HI 96721

Contact Person:

Makanani Kaaua
Telephone: 808-935-6621 ext. 234
Fax: 808-961-9100
E-mail Address: maka@hawaiitribune.herald.com

Publication:

Daily, including holidays, except Saturdays

Instructions on Placing an Ad:

Submit the attached Ad Placement Form.

Toll-free phone number to place statewide notices: 1-800-584-1294

Fax: 808-808-961-9100

Diskettes: Save files as: *Text Files*
Deliver Monday through Friday 7:30 a.m. to 4:30 p.m.
If mailed, send to: Hawaii Tribune-Herald
P.O. Box 767
Hilo, HI 96721
Attn: Makanani

E-mail: Address for placement of order:
Primary: maka@hawaiitribune.herald.com
Alternative: jeanine@hawaiitribune.herald.com

Save graphics as: *eps*

To confirm receipt of e-mail: 808-935-66212 ext. 234

Font Sizes and Typeface:

Standard typeface:	<i>New Century Schoolbook</i>
Headings/subject lines standard:	8 point bold
Body copy standard:	7.5 point
If industry standard is ordered:	9 point <i>New Century Schoolbook</i>

Column Widths:

1 Column:	2 1/16 in.	4 Columns:	8 5/8 in.
2 Columns:	4 1/4 in.	5 Columns:	10 13/16 in.
3 Columns:	6 7/16 in.	6 Columns:	13 in.

Note: Incremental charges are based on one-fourth (1/4) of an inch

Deadlines:

Two-proof service:	4 Working Days
One-proof service:	3 Working Days
Final Corrections:	2 Working Days

Note: Add one additional day for holidays

WEST HAWAII TODAY

PUBLICATION OF STATE AND COUNTY GOVERNMENT PUBLIC NOTICES ON THE ISLAND OF HAWAII-KONA

Send Purchase Order and Payments to:

West Hawaii Today
P.O. Box 789
Kailua-Kona, HI 96745

Contact Person:

Lorelei Logan
Telephone: 808-329-9311
Fax: 808-329-3659
E-mail Address: Not available at this time

Publication:

Daily, including holidays, except Saturdays

Instructions on Placing an Ad:

Submit the attached Ad Placement Form.

Toll-free phone number to place statewide notices: 1-800-355-3911

Fax: 808-329-3659

Diskettes: Save files as: *Text Files*
Deliver Monday through Friday 8:00 a.m. to 4:30 p.m.
If mailed, send to: West Hawaii Today
P.O. Box 789
Kailua-Kona, HI 96745
Attn: Lorelei

E-mail: Address for placement of order:
Primary: whtadv@aloha.net
Alternative: whtads@aloha.net

Save graphics as: *jpg., tiff, or eps*

To confirm receipt of e-mail: 808-329-9311

Font Sizes and Typeface:

Standard typeface:	<i>New Century Schoolbook</i>
Headings/subject lines standard:	8 point bold
Body copy standard:	7.5 point
If industry standard is ordered:	9 point <i>New Century Schoolbook</i>

Column Widths:

1 Column: 1 9/16 in.	4 Columns: 6 3/4 in.
2 Columns: 3 5/16 in.	5 Columns: 8 1/2 in.
3 Columns: 5 in.	6 Columns: 10 1/4 in.

Note: Incremental charges are based on one-fourth (1/4) of an inch

Deadlines:

Two-proof service:	4 Working Days
One-proof service:	3 Working Days
Final Corrections:	2 Working Days

Note: Add one additional day for holidays

THE MAUI NEWS

PUBLICATION OF STATE AND COUNTY GOVERNMENT PUBLIC NOTICES ON THE ISLAND OF MAUI

Send Purchase Order and Payments to:

The Maui News
100 Mahalani St.
Wailuku, HI 96793
Attention: Classified Dept.

Contact Person:

Ms. Lana Kusunoki, Classified Sales
Telephone: 808-242-633 or 242-6375
Fax: 808-242-6389
E-mail Address: class@mauinews.com

Publication:

Daily and including Saturdays effective 3/10/01.
Office may be closed on Holidays.

Instructions on Placing an Ad:

Submit the attached Ad Placement Form.

Toll-free phone number to place statewide notices: Not available.

Fax: 808-242-6389

Diskettes: Save files as: *Text Files*
Deliver Monday through Friday 8:00 a.m. to 4:30 p.m.
If mailed, send to: The Maui News
100 Mahalani St.
Wailuku, HI 96793
Attn: Classified Dept.

E-mail: Address for placement of order:
Primary: class@mauinews.com
Alternative: adsales@mauinews.com

Save graphics as: *eps*
To confirm receipt of e-mail: 808-242-6333

Font Sizes and Typeface:

Standard typeface:	<i>Times Roman</i>
Headings/subject lines standard:	8 point bold
Body copy standard:	9 point
If industry standard is ordered:	9 point <i>Times Roman</i>

Column Widths:

1 Column:	1 3/8 in.	6 Columns:	8 5/8 in.
2 Columns:	2 13/16 in.	7 Columns:	10 1/16 in.
3 Columns:	4 1/4 in.	8 Columns:	11 1/2 in.
4 Columns:	5 11/16 in.	9 Columns:	13 in.
5 Columns:	7 3/16 in.		

Note: Incremental charges are based on one-fourth (1/4) of an inch

Deadlines:

Two-proof service: Noon, 4 working days prior to publication.
One-proof service: 2:00 p.m., 2 working days prior to publication.
Final Corrections: Noon, working day prior to publication.

Note: Copy deadlines are advanced 24 hours or more prior to week in which a holiday occurs. A special deadline schedule is issued with specific deadlines for each major holiday.

THE GARDEN ISLAND

PUBLICATION OF STATE AND COUNTY GOVERNMENT PUBLIC NOTICES ON THE ISLAND OF KAUAI

Send Purchase Order and Payments to:

Kauai Publishing Company
3137 Kuhio Highway
Lihue, HI 96766

Contact Person:

Howard Shinseki
Telephone: 808-245-3681 ext. 235
Fax: 808-245-5286
E-mail Address: giads@aloha.net

Publication:

Daily

Instructions on Placing an Ad:

Submit the attached Ad Placement Form.

Toll-free phone number to place statewide notices: 1-800-296-2880

Fax: 808-245-5286

Diskettes: Save files as: *PDF (Portable Document File)*
Deliver Monday through Friday 8:00 a.m. to 5:00 p.m.
If mailed, send to: The Garden Island
3137 Kuhio Highway
Lihue, HI 96766
Attn: H. Shinseki

E-mail: Address for placement of order:
giads@aloha.net

Save graphics as: *PDF (Portable Document File)*

To confirm receipt of e-mail: Howard Shinseki
1-808-245-3681 ext. 235

Font Sizes and Typeface:

Standard typeface:	<i>New Century Schoolbook</i>
Headings/subject lines standard:	8 point bold
Body copy standard:	7.5 point
If industry standard is ordered:	9 point New Century Schoolbook

Column Widths:

1 Column:	2 in. (12 picas)	4 Columns:	8 1/2 in. (51.5 picas)
2 Columns:	4 1/4 in. (25 picas)	5 Columns:	10 3/4 in. (64.5 picas)
3 Columns:	6 1/2 in. (38.5 picas)	6 Columns:	13 in. (78 picas)

Note: Incremental charges are based on one-fourth (1/4) of an inch

Deadlines:

Two-proof service:	4 Working Days
One-proof service:	3 Working Days
Final Corrections:	2 Working Days

Note: Add 2 working days if publication date falls on Monday, Tuesday, or Wednesday.